



Duty drawback claim checklist for exporters

This checklist is a general guide and may not cover all scenarios.

Duty drawback claims can vary, depending on your business model, product type and documentation. Always consult a certified customs broker or trade compliance specialist to ensure your claim meets Canada Border Services Agency (CBSA) requirements.

Get expert support

Work with a customs broker or certified customs specialist (CCS) who understands Canadian customs rules. [The Canadian Society of Customs Brokers offers an online directory.](#)

Access training through the [Forum for International Trade Training \(FITT\)](#), which has online courses to help you learn essential international business skills.

Join MyEDC to access resources, including answers to common questions in EDC's Expert Help Hub, to stay informed and compliant.

Step 1: Confirm eligibility

Goods were exported within four years of import (five years if destroyed)

You're the importer, exporter or manufacturer of record

Goods were exported in the same condition or after manufacturing

Step 2: Gather key documents

Commercial invoice: Shows the value and description of the imported goods

Bill of lading or air waybill: Verifies shipment details

Packing list: Helps match goods to invoices and shipment records

Export invoice: Details the sale and shipment of goods

Proof of manufacturing (if goods were altered): Used by manufacturers to show how imported components were used in exported products.

Waivers (if multiple parties are involved): Used to confirm which party is claiming the refund and that there's a clear record of consent from all other eligible parties

Step 3: Submit your claim

[Register for the CARM portal](#)

Complete [Form K32](#) and upload supporting documents

Track your refund and keep records for six years

Step 4: Special situations

Temporary imports? Use Tariff Item No. 993.00.00 and [Form BSF865](#)

Destroyed goods? File [Form E15](#) under CBSA supervision